Self-Help Guide

Canvas: Assess and Grade Student Work

NEW for Instructors
Minnie the Chatbot for Canvas Help!

Ask Minnie, a new chatbot for UMN instructors. The more you ask, the smarter it gets! Then, let us know if Minnie helped.

Ask Minnie!

This self-help guide walks you through the process of planning, creating, and using methods of assessment and evaluation in Canvas.

Plan Assessment

Understand Assessment Options

Understand Formative and Summative Assessment

What is the Difference Between Formative and Summative Assessment?
https://www.cmu.edu/teaching/assessment/basics/formative-summative.html

Understand Canvas Assessment Tools

What are Assignments?
https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-Assignments/ta-...  
Assignments Overview (video)  
https://community.canvaslms.com/t5/Video-Guide/Assignments-Overview-Instructors...  
Understand Quiz Types  
https://community.canvaslms.com/t5/Instructor-Guide/What-quiz-types-can-I-create...  
Understand Classic Quizzes vs. New Quizzes  
/services-technologies/how-tos/canvas-understand-classic-quizzes-vs-new  
Understand Discussions (video)  
https://community.canvaslms.com/t5/Video-Guide/Discussions-Overview-Instructors...  
Understand Collaboration Tools in Canvas  
Overview of Google Drive Integrations  
/services-technologies/how-tos/canvas-overview-google-drive  
Use Groups for Collaboration  
/services-technologies/self-help-guides/canvas-use-groups-collaboration  
Get Assistance Choosing Assessment Options  
Get In-Person Help  
https://it.umn.edu/canvas-transition-information-find-your  
Get Help Online  
24/7 Canvas Support  
/technology-help-our-staff  
Email Canvas Support  
canvas@umn.edu  
Build Assignments
Build Assignments

Understand the Assignment Tool

Understand Assignments
https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-Assignments/ta-...
Assignments Overview (video)
https://community.canvaslms.com/t5/Video-Guide/Assignments-Overview-Instructors...
Understand How to Use the Assignments Index Page
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Assignment...

Create Assignments

Create an assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-an-assignment...
Add or Edit Details in an Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-or-edit-detail...
Create a Non-Submission (Offline) Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-assignment...
Create an Assignment Shell from the Calendar
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-an-assignment...
Assign an Assignment to an Individual Student
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-an-assignment...
Add or Edit Points for an Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-or-edit-points...
Duplicate an Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-duplicate-an-assig...
Delete an Assignment
**Add Assignments with External Apps**

Add an Assignment Using an External App (Voicethread, YouTube, etc.)
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-an-assignment-

Import SCORM Files as an Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-import-SCORM-

files...

Create a Google Cloud Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-cloud-ass-

**Set Up Peer Reviewed Assignments**

Use Peer Review Assignments
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-peer-review-

as...

Create a Peer Review Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-peer-revi-

Manually Assign Peer Reviews for an Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-manually-assign-

pe...

Automatically Assign Peer Reviews for an Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-automatically-assi-

**Use Turnitin with Assignments**

Learn about Canvas/Turnitin integration
/services-technologies/how-tos/canvas-turnitin-overview

Turnitin Instructor Guide
https://help.turnitin.com/feedback-studio/canvas/lti/instructor/instructor-cate-

Turnitin Student Guide
/services-technologies/how-tos/canvas-students-turnitin-guide
Build Discussions

Understand the Discussion Tool

Overview of Discussions (video)
https://community.canvaslms.com/t5/Video-Guide/Discussions-Overview-Instructors...

Create Discussions

Create a Discussion as an Instructor
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-discussion...

Duplicate a Discussion in a Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-duplicate-a-discussion...

Delete a Discussion in a Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-delete-a-discussion...

Create a Group Discussion in a Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-group-discussion...

Assign a Graded Discussion to an Individual Student
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-a-graded-discussion...

Assign a Graded Discussion to a Course Group
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-a-graded-discussion...

Assign a Graded Discussion to a Course Section
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-a-graded-discussion...

Build Quizzes

Understand the Quiz Tool

Understand Classic Quizzes vs. New Quizzes
/services-technologies/how-tos/canvas-understand-classic-quizzes-vs-new

Quizzes Overview (video)
https://community.canvaslms.com/t5/Video-Guide/Quizzes-Overview-Instructors/ta...
Create a Question Bank

Create a Question Bank in a Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-question-bank-
Delete a Question Bank in a Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-delete-a-question-bank-
Move Multiple Questions from One Question Bank to Another
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-move-multiple-questions-
Move/Copy a Question from One Question Bank to Another
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-move-copy-a-question-
Import a Question Bank from One Canvas Course to Another
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-import-a-question-bank-

Create Quizzes

Create a Quiz with Individual Questions
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-quiz-with-
Create a Quiz Where Students Only See One Question at a Time
https://community.canvaslms.com/t5/Instructor-Guide/How-can-I-create-a-quiz-where-
Create a Quiz with a Question Group to Randomize Quiz Questions
Create a Quiz by Finding Questions in a Question Bank
Create a Quiz with a Question Group Linked to a Question Bank
Edit a Quiz Question that is from a Quiz Bank
Create Quizzes
Link Course Content to a Quiz Question
Reorder Questions or Question Groups in a Quiz
Manage Quizzes

Use the Moderate Quiz page
Make a Quiz Available Before or After the Due Date
Assign a Quiz to an Individual Student
Assign a Quiz to a Course Section
Delete a Quiz
Export Quiz Content from a Course
Make Additional Changes on a Published Quiz
Give Students Extra Attempts on a Quiz
Give Students Extra Time on a Quiz
Manually Submit Outstanding Student Quiz Submissions
Create Rubrics to Use with Assessments
Build Rubrics

Add a Rubric to a Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-a-rubric-in-a-

Add a Rubric to an Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-a-rubric-to-an-

Add a Rubric to a Graded Discussion
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-a-rubric-to-a-

Manage Rubrics
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-manage-rubrics-in-

Organize Assessments

Create Assignment Groups
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-an-assignment-

Move or Reorder an Assignment Group
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-move-or-reorder-an-

Manage Your Assignment Groups

Weight Grades in a Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-weight-the-final-c-

Set up Rules for Assignment Groups (Drop Lowest/Keep Highest)
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-rules-for-a-

Exclude an Assignment from the Course's Final Grade
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-exclude-an-assignm-

View Differentiated Assignments with Different Due Dates in a Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-differentiate-

Evaluate Student Progress
Grade Student Work

**Understand SpeedGrader**

Understand What SpeedGrader Is
https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-is-SpeedGrader/tap...

**Use SpeedGrader**

Use SpeedGrader
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-SpeedGrader/ta...
Get to SpeedGrader
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-get-to-SpeedGrader...
Hide or Post Assignment Grades in SpeedGrader
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-hide-or-post-assig...
Sort the Student List in SpeedGrader
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-sort-the-student-l...
Use a Rubric in to Grade Submissions in SpeedGrader
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-a-rubric-to-gr...
Enter/Edit Student Grades in SpeedGrader
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-enter-and-edit-gra...
Handle Assignment Resubmissions
https://community.canvaslms.com/t5/Instructor-Guide/Can-a-student-resubmit-Canv...
Grade on a Curve
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-curve-grades-in-th...
Exclude an Assignment from the Final Grade
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-exclude-an-assignm...

**Monitor Quizzes**

View Student Results in a Quiz
Manage TA Grading

Set up a Moderated Assignment to Be Graded by Multiple Reviewers
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-a-moderated-as...
Review Moderated Assignments in Speedgrader as a Moderator
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-review-moderated-a...
Publish Final Grades for a Moderated Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-publish-final-grad...

Use the Gradebook

Understand the Gradebook (video; 3:26)
https://www.youtube.com/watch?v=brhz_dnYfec&feature=youtu.be
Use the Gradebook

Use Grade Posting and Submission

Understand Grade Posting Policies (Video; 2:44)
https://www.youtube.com/watch?v=un4jnMRSk9c
Select a Grade Posting Policy for a Course
Select a Grade Posting Policy
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-select-a-grade-pos...

Apply a Missing Submission Policy
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-apply-a-Missing-Su...

Apply a Late Submission Policy
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-apply-a-Late-Submi...

Work in the Gradebook

Get to Speedgrader from the Gradebook
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-get-to-SpeedGrader...

Enter and Edit Grades in the Gradebook
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-enter-and-edit-gra...

Send a Message to Students from the Gradebook

Curve Grades in the Gradebook
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-curve-grades-in-th...

Hide Grades That Were Previously Posted in the Gradebook
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-hide-grades-that-w...

Excuse a Student from an Assignment

Exclude an Assignment from the Final Grade
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-exclude-an-assignm...

Download Student Submissions from the Gradebook
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-download-all-stude...

Upload Student Submissions in the Gradebook
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-upload-all-student...

Import Grades into the Gradebook
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-import-grades-in-t...

Export Grades from the Gradebook
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-export-grades-in-t...
**Filter and Sort in the New Gradebook**

Use the Icons and Colors in the Gradebook  

Sort and Display Student Data in the Gradebook  

Sort an Individual Assignment Column in the Gradebook  

Arrange Columns in the Gradebook  

Use the Notes Column in the Gradebook  

View a Student's Grades Page in a Course from the Gradebook  

View the History of All Grading Changes in the Gradebook  

**Get Final Grades to PeopleSoft**

Apply a Grading Scheme To Your Course  

Prepare to Submit Final Grades  

Send Grades to PeopleSoft  

Export Final Grades for Upload to PeopleSoft  

**Take Attendance**

**Understand Roll Call**

Use the Roll Call Tool  
Use the Roll Call Tool

Edit a Roll Call Attendance Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-edit-the-Roll-Call...

Run Roll Call Reports
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-run-Roll-Call-Atte...

Analyze Student Progress

Use Analytics

View Course Analytics
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-Course-Analyt...

View Analytics for a Student in a Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-analytics-for...